



Job Corps disABILITY News

December 2007



A RESOURCE FOR JOB CORPS DISABILITY COORDINATORS



Developing Collaborative Relationships on Center: One Center's Perspective

The Job Corps center disability program has become an essential element of ensuring student success. Most center disability coordinators have dual roles that require their full attention; making it difficult to juggle these roles concurrently. Sandra Collins, Career Development Services Director and Disability Coordinator at the Carl D. Perkins JCC in Prestonsburg, KY, offers one center's perspective on how essential collaboration is among staff members faced with weekly new student input, current student issues, and daily administrative responsibilities.

Sandra, what is your role on center and that of your Co-Disability Coordinator?

As Career Development Services Director I oversee all the CPP, CDP, CTR and counseling. I also am the point of contact for our LAN/WAN system. Ms. Tonya Leslie is my co-disability coordinator (co-DC) and she is the Health and Wellness Manager.

I know you both have very busy primary positions, how does your team coordinate the file review and reasonable accommodation processes?

We meet every Tuesday. The committee includes the co-DCs, the Student Support Manager (SSM), the CSIO, and the Social Development Manager. We review folders and identify those individuals we need to contact prior to enrollment. If we have folders that are missing information, we make a note and ask the SSM to contact OA for additional information. Of the folders we review that have everything and disability documentation, Tonya gives the list of names to our SSM so she can log in the file and note that we are calling the student to discuss reasonable accommodations.

We have what is called a pre-IDT, which only includes the co-DCs. We have a designated time each week to contact students and guardians, if applicable. If there is no answer at the primary contact number, we call all other numbers and finally the OA to let them know we are trying to get in touch with the student. A log is kept to show a record of our attempts. If we are unable

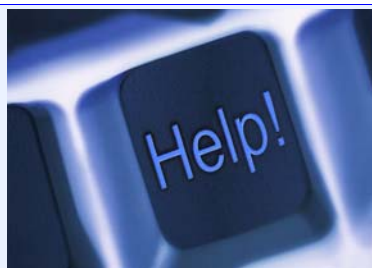
to contact students during our meeting, Tonya continues calling during the week to see what accommodations if any will be needed. When we get in touch with the student, we ask a variety of questions regarding his/her disability and accommodations needed.

Every week we receive new students. Tonya sees the new students on Tuesday afternoon. At this time, she meets individually with each student and again discusses accommodations with them. She sends me a list of those students who state that they have IEPs. When I receive this information, I look to see if any students who have not already been through the accommodation process have now disclosed a disability. If we do not have the IEP, I contact the school to request it.

I enter the disability data collection information in CIS. Tonya enters the accommodation plans into CIS, if needed.

What advice (best practice) can you give to other disability coordinators who are trying to juggle multiple positions?

You have to be multi-tasker. I have been in Job Corps for almost 15 years and in that time, I have never just had one position. You need a co-disability coordinator who can assist you and with whom you work well. You both need to decide what your strengths and weaknesses are so that the program can move forward and students receive the services they are entitled to and deserve. Both of you need to be involved in the entire process and have specific responsibilities. Tonya is a self starter so getting her involvement and assistance was not difficult. Find someone on your center that is a self starter and enjoys what she/he does. The relationship between you and your co-disability coordinator will fly. Make sure that you understand that the process is continually changing and must be tweaked at all times to ensure that it works.



Job Corps Resources

Web Resources

Job Corps DisABILITY Website

<http://jcdisability.jobcorps.gov/>

Supporting Students with Learning Disabilities Website

<http://jccdrcc.jobcorps.gov/ld>

Mental Health Disabilities Website

<http://jcdisability.jobcorps.gov/extlnk/lnkframe.htm?http%3A//jchealth.jobcorps.gov/health-topics/mhd>

Job Accommodation Network (JAN)

<http://www.jan.wvu.edu/>

Guidance for Meeting the Needs of Applicants/Students Who Are Deaf or Hard of Hearing
http://jcdisability.jobcorps.gov/html/hoh_overview.htm

Disability Training for Winter Break

Each month we offer disability training to support not only disability coordinators, but all center staff who will have impact on student success.

Because of the holiday and student leave, there will be no webinars during December. The Disability and Learning Disability Websites have several presentations that centers can download and modify to meet specific staff training needs. Here are a few suggestions to support your winter break disability training.

Disability Sensitivity Training
http://jcdisability.jobcorps.gov/html/resources_training.htm#awareness
(go to awareness/etiquette section)—This presentation offers valuable information about disability sensitivity and inclusion.

JAN & Job Corps
http://jcdisability.jobcorps.gov/html/resources_training.htm#building
(go to building partnerships section)—JAN is a vital resource to any Job Corps disability program. This presentation discusses ways JAN can offer free accommodation advice to Job Corps staff and students.

What's the 411 on IEPs

<http://jccdrcc.jobcorps.gov/ld/webinar/iep-resources/>—If your center would like to know more about how to use IEPs to create Job Corps accommodation plans, this presentation highlights the IEP's importance and engages the learner in discussions about how to make it useful for students. An IEP flow chart is included in the presentation folder.

Strategies and Best Practices for Creating an Effective Center Disability Program

<http://jccdrcc.jobcorps.gov/ld/webinar/2007-national-conference-presentations/group-discussion-strategies-and-best-practices-for-creating-an-effective-center-disability-program/>—If you have been looking for a "Best Practices" presentation, then this one is for you! The 2007 National Health and Well Conference presented valuable information for supporting a successful disability program.



Regional Disability Coordinators

Regions 1 and 4, Boston and Dallas: [Shannon Bentley](#)

(shannonbentley_rn@yahoo.com)

Regions 2 and 3, Philadelphia and Atlanta: [Pat Jackson](#)

(pbjackson@outdrs.net)

Region 5, Chicago: [Michelle Day](#) (michelle.day@humanitas.com) and

[Kim Jones](#) (kim.jones@humanitas.com)

Region 6, San Francisco: [Sylvia Domagalski](#) (sjdnurse@aol.com)



Wishing you and all Job Corps center staff a very happy, healthy, and safe holiday season!